

**MOTION PICTURE
PROJECTIONIST
NA-3910-04**

**THEATER
MORALE, WELFARE
& RECREATION**

MOTION PICTURE PROJECTIONIST/TICKET SELLER
NA-3910-04

INTRODUCTION:

This position is located in the Theater within the Morale Welfare and Recreation Division of the Quality of Life Department at NAS Lemoore, California. The purpose of this position is to receive customers, sell admission tickets and operate a 16mm motion picture projector and related system under minimal supervision.

MAJOR DUTIES AND RESPONSIBILITIES:

TICKET SELLER DUTIES:

Checks identification of patrons and sells tickets to authorized persons. Accepts money and makes change. Accounts for all tickets and cash. Prepares Daily Activity Report (DAR) and other required paperwork at the close of duty. Rings out the cash register for the snack bar attendant. Ensures that all cash is safely deposited in the night depository.

Provides information regarding the scheduled programming, business hours, etc.

Deals with customer complaints.

Assists in conducting required stock inventories.

Performs daily maintenance and clean up of assigned work area. Responsible for maintaining a clean and orderly work space.

MOTION PICTURE PROJECTIONIST DUTIES:

Rewinds, checks and inspects movies for completeness and condition. Splices film onto the big reel and threads film onto projectors. Observes operation of the projectors and anticipates the need to transfer operation from one machine to another without interrupting flow of action on the screen. In event of a film break, while projector is in operation, rewinds broken end of film onto reels by hand to minimize loss of time.

Periodically cleans lenses, oils equipment, and makes minor adjustments.

Prepares Projectionist Film Inspection Report, attendance sheet, and log book.

Opens and closes facility according to prescribed schedules and rules.

Performs other related duties as assigned.

CONTROLS OVER THE POSITION:

Works under the direction of the Community Activities Division Director who makes assignments, sets deadlines, and priorities. Duties are performed under minimum supervision. Work shall be reviewed by the Community Activities Division Director for compliance with instruction and procedures.

Work is performed in accordance with applicable manuals, instructions, and procedures relating to the position.

KNOWLEDGE REQUIRED:

Must be able to follow and understand verbal and written instructions.

Must be able to properly maintain and account for all cash transactions related to ticket sales. Must be able to operate a cash register and ticket machine.

Requires a pleasing personality in dealing with the public.

Equivalent to a high school education.

Satisfactory completion of a course in instruction in 16mm projector operation or comparable experience.

Ability to work well with minimal supervision.

PHYSICAL EFFORT:

The work is both sedentary and active, requires bending, stooping and occasional lifting of objects weighing less than 20 pounds. Frequently works in standing position and handles medium weight objects.

WORKING CONDITIONS:

Works inside areas that have adequate lighting, heat, and fresh air. Incumbent is exposed to the possibility of cuts, burns, and bruises.